



MEMORANDUM
TOWN OF PONCE INLET FIRE RESCUE

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

TO: Jeaneen Witt, Town Manager
FROM: Chief Dan Scales
DATE: September 09, 2018
SUBJECT: August 2018 Shift Reports

I am attaching reports from all shifts as to their individual activities for the month of August as well as a monthly training report, Administrative Duties and Operational Volunteers.

Below is the breakdown of call types from all three shifts for the month of August 2018. Please feel free to contact me if you would like to discuss any items listed on the various reports.

Description	Count
Total Monthly Fire Department Calls	62

Fire Service Calls:	28
Fires: Building Fire	1
Overpressure, Rupture, Explosion, No Fire	0
Hazardous Conditions (No Fire)	1
Service Calls	5
Good Intent Calls	13
Fire Alarms	8

EMS Calls:	34
Transport Calls	27
Transported to Daytona Beach Halifax	7
Transported to Port Orange Halifax	19
Transported to Bert Fish Memorial, NSB	0
Transported to Ormond Memorial	1
<i>Out of District Transports (included in total transports)</i>	<i>10</i>
Other Medical Incidents: non-transports	7
Total EMS Transports Year-to-Date	202
In-District EMS Transports (included in YTD)	144
Out-of-District EMS Transports (included in YTD)	58



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TO: Chief Scales
FROM: Lieutenant George
DATE: September 03, 2018
SUBJECT: August 2018 A Shift Report

Completed Projects:

1. Updated medical supplies and drugs in Lighthouse bag
2. Picked up and disinfected backboards
3. R-78 Air conditioner fixed
4. Prepared A-78 for the Surfer's for Autism event
5. Washed and detailed S-78
6. Exercised E-78 and Attack 78 fire pumps and set relief valves at 150psi

Ongoing Projects:

1. Target Safety
2. Community Health / BP Checks
3. New employee training

Upcoming Projects:

1. Review emergency response protocol

New Equipment put in service:

1. None

Completed Training:

1. Responding to emergencies
2. Fire scene command
3. Fire investigator training
4. Patient removal Lighthouse

Upcoming Training:

1. Ropes and knots
2. Emergency vehicle operations



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TO: Chief Daniel Scales
FROM: Lt. Susanne Williams
DATE: September 6, 2018
SUBJECT: August 2018 B Shift Report

Completed Projects:

- Training
- Quality Assurance
- EMS Orders and Distribution

Ongoing Projects:

- EMS Quality Assurance
- Truck Maintenance
- Training

Upcoming Projects:

- Air Chisel
- Capital purchases

Completed Training:

- EMS training
- Driver's training.
- Target Safety
- Physical training

Ongoing Training:

- Blue Card

Upcoming Training:

- Target Safety
- Physical Training
- EMS Training
- Course Delivery
- Advanced Procedures



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TO: Chief Dan Scales

FROM: Lt. Mike Young

DATE: September 7, 2018

SUBJECT: August Shift Report for "C" Shift

Completed Projects:

- Monthly EMS check outs
- Vehicle maintenance for various issues

Ongoing Projects:

- Target Safety modules and daily activities logging
- Daily vehicle, station and equipment maintenance

Upcoming Projects:

-

New Equipment Put in Service:

- None

Completed Training:

- Target Safety modules
- Protocol and EMS training
- Assisted with training of Firefighter Plumbley

Upcoming Training:

- Daily Physical Fitness Training
- Haz-Mat training



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TO: Dan Scales, Fire Chief

FROM: Becky Hugler, Administrative Assistant

DATE: 9/6/2018

SUBJECT: August 2018 Administrative Duties

The following is a list of completed and ongoing projects for the month of August 2018 for the Administrative Assistant at the Fire Department.

- Payroll/ Twice a month
- Accounts/PO's -weekly for Fire Department and IT Department
- Updated OT log- once a week
- Filled 11 Shifts for Personal Leave and Training
- Posted all departments monthly reports to website
- Sent out email reminders for Cultural Services Department and posted all Town events (Hot Topics Updates, Grandparents Day, Election Results, FLOW mobile, Candidates Forum, Traffic Advisories)
- Updated Budget spreadsheets for IT and FD
- Balanced the budget/spreadsheets for IT and FD with Incode
- Updated News Feed on website and News Flash Section with new flyers
- Calendar/Daily items updated on website
- Entered all documentation for purchase orders into Tyler Content Management
- Attended the Candidates Forum at the Community Center to take notes
- Completed minutes for the Candidates Forum and sent to Kim Cherbano
- Organized luncheon for the Fire Chief's meeting in Town Hall Chambers
- Attended/Recorded Town Council meeting and put recording on website
- Scheduled CPR training for the Police Department, picked up documents in Port Orange, turned in test results so that CPR cards could be issued

Completions - Aggregated

Type:

Completions - Aggregated

Run Date:

Sep 5, 2018 9:44 AM

Shared with:

Not Shared

Filters:

Users: 9 selected

User Status: Active/Offline

Completion Date Range: From 08/01/2018 To 08/31/2018

Type: All Assignments

First Name	Last Name	Employee ID	Completions	Duration (hours)
John	Brooks	PI331	70	48.55
Derek	George	PI303	33	22.48
Cheryl	Herren	PI321	25	14.25
Igor	Kojadinovic	PI448	49	21.89
Kyle	Oberst	PI338	36	20.06
Ray	Plumley	PI501	56	29.29
Pete	Steffen	PI446	46	33.48
Susanne	Williams	PI320	37	43
Mike	Young	PI319	63	37.38